

Greater Fort Polk Area Realtors

MLS Finable Offences

TO PROPERLY LIST RESIDENTIAL

Please use the following guidelines to Avoid Finable Offences.

- **Residential:** (single family, vacant land/ lots, & up to 4-family residential). Listings must be entered within 1 business day of any public marketing of the listing.
- **Photos:** Listings must have a minimum 5 photos. First photo must be a picture of the front of the house. Must include 1 front elevation and 4 interiors (kitchen, bedrooms and bathrooms.) New construction (Just Slab), photo can not be rendition; you can add floor plan.
- **Property Disclosures:** Property Disclosures must be completed on all Residential properties and uploaded to MLS at the time the listing is added. This includes properties that are exempt and new construction. The seller marks on Page 7 that home has a private septic system, seller shall attach a private water/sewer disclosure. If the home was built prior to 1978, sellers must fill out a Lead Based Paint Disclosure.
- **Branding:** No Branding in Public Fields, Photos, or Virtual Tours.
- **Status Changes:** Any Listing Status Change shall be changed within 1 business day.
- **Required Fields:** Required Fields are noted in Flex and require best available data.
- **Showing Procedures:** ALL appointments must be made with the listing agent through Showing Time.

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MLS Listings

1. All listings obtained in the Beauregard, Vernon, and Sabine parishes (jurisdictional area) must be placed on MLS within 1 business day.
2. **All residential**, 1-4 family dwellings, must have a property disclosure uploaded within 1 business day of listing the property.

Rules and Regulations of GPPAR MLS is available for access through the website.

www.greaterforlpolkarearealtors.com

LIST OF CITATIONS

Violation	1 st Offense	2 nd Offense	3 rd Offense
Property Disclosure	75	100	160*
Change of Status	75	100	160*
Listing Commission	Auto 250	-	-

- **3rd Offense** also includes:

Immediate Removal of Listing

Suspension of MLS for 30 days

With \$25 Reconnect Fee